**JOB DESCRIPTION**

**VLE and Virtual Class Co-ordinator (Qualifications)**

**12 Month Fixed Term Contract**

**Reporting to:**

Operations Manager

**Business Unit:**

Education and Development

**Main purposes of the role:**

The virtual learning environment and virtual class co-ordinator is responsible for course set up on the virtual learning platform and class (including webinars) set up on the virtual classroom platforms for qualification-related programmes and classes.

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| **Quantitative Dimensions of the role:** |  |
| Number of staff for whom the job holder is responsible | **0** |
| Number of staff reporting directly to job holder | **0** |
| Total budgetary responsibility of job holder | **£0** |
| Discretionary expenditure authority of job holder | **£0** |

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| **Principal Accountabilities** | **How they are achieved** | How they are measured | **% time spent** |
| **Course and class set up** | Set up courses on the virtual learning platform, including adding timetables, and codes to enable user access.Set up virtual classes based on timetables provided by the operations team. Includes loading assets and resources (e.g. polling and slide decks). | Courses are set up on the virtual learning platform and timetables, resources and assets uploaded.Virtual classes are set up on the platform according to the agreed specification and timetables, and correct assets and resources available for the class.Users can access the courses and classes. | 60% |
| **Scheduling and logistics** | Collaborate with the operations team on the scheduling and logistics.Collaborate with the digital learning team ensuring pre-prepared online templates are used. | Schedules agreed.Content is set up in line with pre-prepared on-line templates.  | 10% |
| **Adding and maintaining assets** | Support the digital learning team with adding and updating assets on the virtual class platform (and SharePoint) relating to virtual classes. | Assets are correctly created and filed.Updates to assets made as agreed. | 10% |
| **Create course material templates** | Support the digital learning team with creating and maintaining templates for all course material i.e. slides and workbooks in line with virtual learning platform content.Implement and maintain a version control. | All course materials are accurate, professional and consistent with virtual learning platform content and developed to a high standard.Version control is visible to the E&D team and current at all times. |  |
| **Training and support** | Troubleshoot technical issues related to thevirtual classroomplatforms, escalatingissues as needed.Deliver inductions to staffand tutors on the use of the virtual classroomplatform. | Training and support delivered according to agreed specifications.Queries are responded to promptly. | 10% |
| **Other duties** | Support colleagues with projects as required.  |  | 5% |

This is a full-time temporary contract for 12 months with the potential of leading to a full-time permanent role.

**Environment and challenges of the role:**

* The organisation is small so the postholder will need to be flexible in terms of the work they do and creative in an environment of limited resources.
* The role is currently hybrid so the holder will need to have good internet connection and feel comfortable about working remotely part of the time. The postholder will be expected to attend the office 40% of their hours.
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**Essential experience**

* Administering VLEs.
* Administering virtual class (webinar) platforms, including creating assets and setting up classes.
* Working within an adult learning or training environment, e.g. professional body, higher education institute, or learning and development function within a business.

**Essential skills**

* Using Office tools, e.g. PowerPoint; SharePoint
* Basic HTML and using HTML editors.

**Essential attributes**

* Flexible and adaptable.
* Excellent attention to detail.
* Able to manage time effectively.
* Ability to set and keep to deadlines.
* Ability to communicate effectively.

**Desirable knowledge and skills**

* Knowledge of pedagogy and their application in digital education, including a relevant qualification.
* Application of accessibility standards (e.g. WCAG) in teaching.
* Administering Moodle and setting up virtual classes (webinars) in Teams, Webex and Zoom.